



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt Resolution Approving Changes to Job Specification for the Position of Police Officer

**MEETING DATE:** Wednesday, December 19, 2001

**SUBMITTED BY:** Human Resources Director

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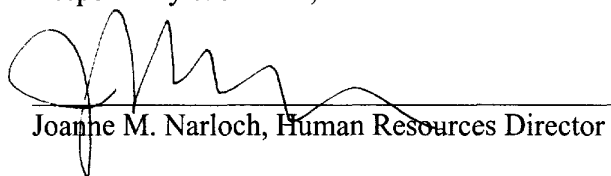
**RECOMMENDED ACTION:** To adopt resolution approving changes to the job specification for the position of Police Officer.

**BACKGROUND INFORMATION:** The class specifications have been revised to accurately reflect updates. Currently the classification being used was last updated in 1986.

For the Council Members convenience we have highlighted new language added to the specification and lines through the language that is being deleted (Attachment A). No change in current salary is recommended.

**COST:** N/A

Respectfully submitted,

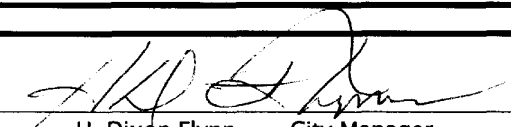


Joanne M. Narloch, Human Resources Director

cc: City Attorney  
Jerry Adams, Police Chief  
Brian Scott, POAL President

Prepared By: Amy Flores, Management Analyst

APPROVED: \_\_\_\_\_



H. Dixon Flynn -- City Manager

CITY OF LODI

"Date"

## **POLICE OFFICER**

### **DEFINITION**

Under general supervision, ~~to perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations,~~ performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and providing information to the public; performs a variety of technical and administrative tasks in support of the Department; and performs ~~and to do~~ related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the first line-level class in law enforcement, performing all duties required to effectively respond to and resolve the normal scope of peace officer situations. This class is distinguished from uniformed civilian police-related classes by designation and the responsibilities and authorities associated with designation as a sworn peace officer under California State Law.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from higher level supervisory and management staff.

### **EXAMPLES OF DUTIES**

- Patrols an assigned area in police vehicle ~~radio car,~~ motorcycle, bicycle, or on foot;
- Answers calls for the protection of life and private property, and the enforcement of City, County and State laws;
- Conducts preliminary and follow-up investigations of prowlers, burglaries, thefts, ~~hold-ups,~~ robberies, accidents, deaths and other disturbances;
- Collects and preserves evidence for court; ~~determines what evidence should be collected;~~
- Directs traffic, including regulation of vehicle flow at emergency or congested situations;
- Stops drivers who are operating vehicles in violation of laws;
- Warns drivers against unlawful practices, ~~and~~ issues citations and makes arrests as the situation warrants;
- Diffuses potential volatile situations;
- Testifies in Court ~~in connection with the prosecution of cases;~~
- Serves warrants and subpoenas;
- Prepares reports of arrests made, investigations conducted and unusual incidents observed through the use of a computer, or by hand;
- Investigates suspicious persons and circumstances;
- Gives information and directions to the public;
- ~~Assists in maintaining police records and occasionally types records and reports;~~
- Generates crime reports of calls taken through the use of a computer;
- ~~Assists in booking prisoners;~~
- Books prisoners into custody;
- ~~Occasionally operates headquarter's radio-telephone equipment to dispatch officers on patrol;~~

- Performs such other basic police work as attending fire scenes to assist in protection of life and property, parade and riot work;
- ~~May perform the duties of a rangemaster and firearms instructor for regular and auxiliary police personnel;~~
- Determines the appropriate use of force in potentially violent situations;
- ~~Cleans and performs minor repair of police firearms;~~
- ~~Maintains inventory of all firearms, ammunition, and training supplies;~~
- ~~Keeps a progress report on officers using the range.~~
- Collects, processes, photographs and presents evidence using scientific techniques including fingerprints, fibers, blood and related physical evidence;
- Responds to alarm activation's;
- Checks buildings for physical security;
- Conducts investigations of serious injury and fatality traffic accidents;
- Conducts a variety of criminal investigations involving crimes against persons and property, auto theft, white collar crime, and narcotics;
- Identifies suspects;
- Conducts interviews and interrogations;
- Apprehends and arrests offenders;
- Contacts and interviews victims and witnesses;
- Conducts covert, undercover investigations as assigned;
- Develops and maintains contacts with potential informants;
- Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public;
- Assists in the performance of special investigative and crime prevention duties as required;
- Conducts staff recruitment background investigations;
- Takes an active role in public education relative to crime prevention duties as required;
- May participate in public education programs and make presentations regarding traffic safety and a variety of crime prevention topics; may serve as department representative to other public agencies, task forces, or committees.
- Practices principles of community oriented policing.
- Ability to proficiently utilize various computer equipment and programming to complete incident reports and access local, state, and national computer data basis;

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Modern police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques;
- Offense and defensive weapons nomenclature and theory;
- Federal, state and local laws and regulations regarding civil, criminal, and traffic violations and the conduct of law enforcement operations including arrest, search, seizure, incarceration, interrogation, investigation, and the use of deadly force;
- Community Oriented Policing.

**Ability to:**

- Analyze situations quickly and objectively, and determine and take emergency action as required ~~Judge situations and personalities, and to think and act quickly in emergencies;~~
- Learn the operation of standard equipment and facilities required in the performance of assigned tasks;
- Learn standard broadcasting procedures of a police radio system;
- Maintain department physical fitness standards for the purpose of pursuing, subduing, and arresting suspect, and defending against physical assault;
- Interpret laws, rules, and other written materials;
- ~~Learn and~~ Apply laws relating to apprehension, arrest, and custody;
- Safe use and appropriate use of firearms and other weapons;
- Prepare accurate and grammatically correct written reports;
- Communicate effectively, both orally and in writing;
- Understand and ~~follow~~ carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**REQUIREMENTS**

**Age:**

Must be at least 20 years of age at time of examination and 21 years at the date of appointment.

**Driver's License:**

~~Possession of a valid California driver's license or be eligible to receive one by the date of appointment.~~

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

**Physical:**

- Must be in excellent general health and physical condition. Ability to pass a comprehensive medical examination ~~administered by the City;~~
- Ability to pass a psychological evaluation;
- Ability to pass a background investigation;
- Ability to pass a lie detector and or, voice stress analyzer test.

**Hearing:**

Normal in each ear

**Vision:**

20/100 correctable to 20/30; normal color perception.

**Education & Experience:**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

**Experience:**

None required.

**Education:**

- High school graduation or equivalent (General Educational Development certificate is acceptable);

And

- Graduate of a California Basic P.O.S.T. police academy;

Or

- Current Enrollment in a California Basic P.O.S.T. police academy

RESOLUTION NO. 2001-300

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING  
CHANGES TO THE JOB SPECIFICATION FOR THE  
POSITION OF POLICE OFFICER

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve changes to the job specification for the position of Police Officer, as shown on Exhibit A attached hereto.

Dated: December 19, 2001

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I hereby certify that Resolution No. 2001-300 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 19, 2001 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Nakanishi,  
and Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
SUSAN J. BLACKSTON  
City Clerk

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